INDIVIDUAL EVALUATION FORM FOR PROFESSIONAL SERVICES

INDIVIDUAL/FIRM NAME:PROJECT:								
		Rating Scale (Circle One)						
CRITERIA		Weight*	Excellent	Good	Average	Below Average	Poor	SCORE
1.	Experience/Professional Qualifications	4x	5	4	3	2	1	=
	Comments:							
2.	Past Performance	3x	5	4	3	2	1	=
	Comments:							
3.	Ability to Meet Project Schedule	2x	5	4	3	2	1	=
	Comments:							
4.	Other:	1x	5	4	3	2	1	=
	Comments:							
5.	Other:	1x	5	4	3	2	1	=
	Comments:							
				TOTAL SCORE:				
(Att	tach additional sheets if necessary)							
ΕV	ALUATOR:		DATE:					

^{*} Note to Evaluators: The number of points given to an individual/firm for a particular criteria shall be multiplied by the weight of the criteria. For example, if the evaluator gives a rating of excellent (5) for criteria number 1, the rating shall be multiplied by the weight (4). Therefore the score for criteria no. 1 would be 20. All scores shall be transferred to the Evaluation Summary Abstract (OPRPM Form 134).